



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	TECHNICAL HARDWARE ANALYST I
3	Posting Number	PN# 106899
4	Department	Building Services Department
5	Division	Security Management
6	Section	N/A
7	Reporting Location	611 Walker*
8	Workdays & Hours	M – F, 7 a.m. – 4 p.m.*
*Subject to change		
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Performs skilled technical work in the design, installation, operation, maintenance and repair of computer hardware and data communication equipment or industrial control systems. Installs and maintains data communication networks or microprocessor-based process control equipment. Reviews site and develop plans for installation; reviews specifications in detail and identifies restrictions due to compliance codes. Oversees daily operation of host computer. Assist in the diagnosis of data communication system failures, communicates and coordinates with supervisor to solve problems with various types of data communication problems to clarify procedures in the absence of establishing guidelines. Repairs and calibrates all components of process control systems or data communication networks; troubleshoots and repairs both digital and analog electronic equipment to the module level. Performs other duties as assigned.	
10	<u>WORKING CONDITIONS</u> The position routinely requires lifting of moderately heavy items, such as typewriters or record boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate’s degree in a computer science, instrumentation, or electronics discipline or the equivalent, such as certification in a technical/specialty program of up to three years in duration.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> One year of experience in the design, installation, operation and/or maintenance of a computerized data network or industrial control system is required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas driver’s license and compliance with the City of Houston’s policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> Preference will be given to applicants with a professional level of experience in intrusion alarms systems, CCTV systems and access control systems.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range – Pay Grade 17</div><div>\$992 - \$1,698 Biweekly \$25,792.00 - \$44,148.00 Annually</div></div>	
18	<u>OPENING DATE</u>	September 21, 2005
19	<u>CLOSING DATE</u>	September 27, 2005
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496.	
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